



Virginia Pre-Hospital Information Bridge

Local EMS System User of Information Systems Security Access Agreement

As a Local EMS System user of the Virginia Department of Health's Office of Emergency Medical Services (VDH/OEMS) Pre-Hospital Information Bridge (VPHIB) information systems, I understand and agree to abide by VDH/OEMS' Security Policy as stated in this agreement which governs my access to and use of the information and computer services of VDH/OEMS.

Access has been granted to me by the VDH/OEMS as a privilege in order to assist me to perform my authorized functions as an agent of a local EMS system as prescribed by the VDH/OEMS. Access is intended solely for use with performance improvement efforts related to my local EMS system. Unique passwords and logon IDs are assigned to one responsible party. I am prohibited from using or knowingly permitting use of any assigned or entrusted access control mechanisms (including but not limited to: Logon IDs, passwords, terminal IDs or file protection) for any purposes other than those required for performing my authorized functions. I further understand that sharing my user logon information is a violation of applicable law(s), regulations, and policy(ies) and will result in the immediate termination of my account and possible other actions.

I will not disclose any confidential, restricted or sensitive data to unauthorized persons. I will protect personal health information (PHI) as required by the current Health Insurance Portability and Accountability Act (HIPAA), the Virginia Health Records Privacy Act, and EMS Regulations. Non-disclosure of PHI includes utilizing VPHIB data in combination with other forms of data, information, or knowledge to identify an individual as prescribed under the HIPAA. I will not use the VPHIB system for commercial or partisan political purposes.

If I observe incidents of non-compliance with the terms of this agreement, I am responsible for reporting them to the Virginia Office of Emergency Medical Services at (804)888-9149. If the affiliation under which my access is terminated, I will immediately notify the VDH/OEMS to terminate my access to the VPHIB system and destroy any stored information previously obtained from the VPHIB system.

I give consent to the monitoring of my activities on VDH/OEMS information systems, and other systems accessed through VDH/OEMS systems. If such monitoring reveals possible evidence of unauthorized or criminal activity; it may be provided to administrative or law enforcement officials for disciplinary action and/or prosecution.

By signing this agreement, I hereby certify that I understand the preceding terms and provisions and that I accept the responsibility of adhering to the same.

VPHIB Information System User Name (Print)

Date of Signature

VPHIB Information System User (Signature)

Agency Affiliation Name

Signature of new user's Supervisor (not required for OMD's)

Date of Signature

For User Access to VPHIB Fax, Mail, or E-mail the following to OEMS:

- VPHIB Local EMS System User Logon Request Form;
- VDH/OEMS VPHIB Security Agreement (Local EMS System User Version);
- Other documents needed for verification upon request;
- Please allow 3-5 business days to receive user access.

E-mail: Support@OEMSSupport.Kayako.com

Fax: (804) 371-3108

Mail: Office of Emergency Medical Services
Attention: Local EMS System User
1041 Technology Park Drive
Glen Allen, Virginia 23059